

U.S. GOVERNMENT PRINTING OFFICE
11836 Canon Blvd., Newport News, Va. 23606

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Reprints for CALL Publications (FOUO)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Army
Fort Leavenworth KS

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending May 31, 2010, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: Bids shall be publicly opened at 2 p.m., Eastern Standard Time, on May 14, 2009

TO SUBMIT A BID, THE CONTRACTOR MUST COMPLETE AND RETURN THE FOLLOWING: GPO BID FORM 910, 3 SETS OF SCHEDULE OF PRICES. ALL FORMS AND BID ENVELOPE INSTRUCTIONS ARE INCLUDED IN THIS SOLICITATION.

REFER ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS TO SUSAN WILLIAMS AT 757-873-2808. AFTER AWARD, CALL YOUR CONTRACT ADMINISTRATOR AT (757) 873-2800.

This is a new contract. No abstract of prices is available.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to May 31, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending February 28, 2010, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

RECOVERED MATERIALS PROGRAM: The Government Print office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors

are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2010, plus for such additional periods as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

SECURITY: The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducibles at any time prior to delivery by him to a transportation agent or delivery to destination.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of publications requiring such operations as outputting from electronic media, proofs, printing in black and/or full color, binding, packing and distribution. Occasionally CD replication will be required and will be inserted into pocket on inside back cover.

TITLE: Reprints for CALL Publications

FREQUENCY OF ORDERS: Approximately 2 print orders per month. Each print order will be for multiple publication titles (averaging 5 titles per order) with various page counts and quantities.

QUANTITY: Approximately 1,000 to 7,000 copies per title with an average of 2,300 copies per title.

TRIM SIZES: 5-1/2 x 8-1/2" and 8-1/2 x 11"

NUMBER OF PAGES: Approximately 32 to 300 pages per publication title. Averages of 116 pages per title for 5-1/2 x 8-1/2" publications, and 92 per title for 8-1/2 x 11" publications.

GOVERNMENT TO FURNISH: Electronic files in pdf format. The contractor must have a secure FTP site to accept the files from the agency. No files will be furnished on CD's or be e-mailed.

At the start of the contract the agency will furnish a representative sampling of printed books for reference as to format, quality, and color match expected.

A Print Order (GPO Form 2511) will be supplied for each individual order. Will be e-mailed or faxed.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on camera copy or in electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the point of contact given after award.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

GPO Imprint: The contractor must set a GPO imprint and strip in to last printed text page.

RETENTION OF DIGITAL FILES: The contractor will be required to retain a copy of the pdf file (and related laser visuals or printed samples) for each publication for subsequent reprints until the end of the contract term or until

notified by the agency that the publication is no longer needed. Materials must be destroyed at the end of the contract term.

PROOFS: Normally, proofs will not be required. However, on those occasions when proofs are ordered, the following is required.

Two sets of digital color content proofs for Text and Covers. At contractor's option, a film-based composite blueline may be submitted. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One set of SWOP certified digital off-press proofs for **cover and only those text pages printing in color**. At contractor's option, a film-based composite laminated color proof may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. For a list of certified systems go to: www.swop.org/certmfg.html.

The contractor must not print prior to receipt of an "OK to print."

CD REPLICATION: Not every book will require CD replication. When ordered, a master will be supplied. A label must be printed in four color process and affixed to the CD. One CD must be inserted into a pocket on the inside back cover of each book.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

All text paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Text: White Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Cover: White No. 1 Coated Cover, Gloss-Finish, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L11.

PRINTING: Print text head-to-head in black ink and/or four color process as indicated on the individual print order. Covers 1/4/spine print full bleed in four color process. Flood coat cover 1/4/spine with a protective coating. Cover 2 prints in black and cover 3 is blank.

INK: Black and four color process. Ink must contain a minimum of 20% vegetable oil.

POCKET CONSTRUCTION: A pocket is required on the inside back cover when CD replication is ordered. Pocket must be suitable for holding a CD. Opening must be at the top, not the side. Pocket must be constructed of clear plastic, with rounded or square corners and a flap closure at top. Adhesive backing required – no fugitive glue.

Affix pocket to inside back cover and insert one CD for each book.

BINDING: Perfect-bind text and wraparound cover; trim three sides. Grain must run parallel to the spine. Hinge score covers. Durable, high quality perfect binding is required. Cracking is not acceptable.

Expect that most books will require perfect binding; even those with small page counts. Saddle stitch will be required for page counts of 60 or less.

An occasional order for 5-1/2 x 8-1/2" books may require black plastic spiral (coil) binding.

LAMINATING: Spiral bound books may require lamination on the front and back covers.

When ordered, laminate the entire surface of both sides of the front and back cover pieces, after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a 5mil minimum

thickness (total thickness of each cover piece after lamination should be a minimum of 20 pts). The laminated product must have no distortion of the printed matter and must remain clear and legible.

ROUNDED CORNERS: When laminated covers are required, the text and covers must have rounded corners opposite the bind (1/4" radius).

MARGINS: Margins will be as indicated on the print order or furnished copy. Covers bleed four sides; text has adequate gripper.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in publication/Camera copy
P-8. Halftone Match (Single and Double Impression)	Electronic media/Camera Copy
P-10. Process Color Match	Previous Sample/Color Proofs

PACKING: Slip sheet between books to prevent damage/scuffing during transit. Pack as required to make distribution.

Insert single or multiple copies (up to 200 leaves) into tear-proof envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into suitable packaging.

Bulk shipments with quantities over 12 pounds, up to 45 pounds when fully packed, must be packed in suitably sized shipping containers.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Use the Fort Leavenworth KS address as the return address on all packages/cartons.

DISTRIBUTION: Ship f.o.b. contractor's city (reimbursable) to the address(es) specified on the print order.

Shipments are to be made by reimbursable parcel post or small package carrier, whatever method is most economical to the Government, unless otherwise instructed. Furnish postal or freight receipts with your invoice for reimbursement and a duplicate copy with the return of the government furnished materials.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

All expenses incidental to returning Government furnished materials and submitting proofs must be borne by the contractor.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books		Forms	
Quantity Ordered	Number of Sublots	Quantity Ordered	Number of Sublots
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address on the Print Order.

A copy of the print order and a signed Government-furnished certificate of selection, must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to: Center for Army Lessons Learned (CALL), Bldg. 101 Meade Avenue, Bldg. 102, Fort Leavenworth KS 66027.

Return furnished materials to address above. Proofs must be delivered to the above address. This is to be accomplished at the contractor's expense.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

PROOF SCHEDULE:

The contractor is to submit proof within 3 workdays after receipt of furnished materials.

Proofs will be withheld no more than 2 workdays from receipt by the customer agency until a Fax OK is given. (Note: The first workday after receipt of proofs at the Department is day one of the hold time.)

PRODUCTION SCHEDULE:

Contractor must complete production and distribution within 10 workdays after receipt of OK to Print.

When Proofs are NOT ordered, complete production and distribution must be made within 10 workdays. Approximately 10% of the orders may be required within 5 workdays.

The ship/deliver date indicated on the print order is the date the products must be shipped from the contractor's site.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Ship/delivery information may be faxed to 757-873-2805 or telephoned to 757-873-2808.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)
I. 1. (a)	11276	254348
(b)	1252	28796
(c)	108	2484
2. (a)	994	22862
(b)	110	2530
(c)	12	276
II. A.	2346	
B.	276	
C.	138	
III. A.	1600	
B.	480	
C.	160	
IV. A.	828	
B.	828	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

A charge will be allowed for each page whether printed or blank. Charge will be at the black ink price.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications, except for Binding, Packing, and Freight Costs.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. <u>5-1/2 x 8-1/2" Products:</u>		
(a) Text printing in black per page	\$	\$
(b) Text printing in 4/color process.....per page.....	\$	\$
(c) Complete Cover: 1/4 in 4/color; 2 in black; 3 blank, including spine for perfect bound books . per complete cover	\$	\$
2. <u>8-1/2 x 11" Products:</u>		
(a) Text printing in black per page	\$	\$
(b) Text printing in four color process.....per page.....	\$	\$
(c) Complete Cover: 1/4 in 4/color; 2 in black; 3 blank (including spine for perfect bound books) per complete cover	\$	\$

(Initials)

II. BINDING:

- A. Perfect Binding.....per 100 books.....\$_____
- B. Wire-O Binding including Laminating Covers.....per 100 books.....\$_____
- C. Saddle Stitch Binding.....per 100 books.....\$_____

III. PACKING/LABELING/SEALING:

- A. Single copy or multiple copies in tear-proof envelope
(up to 200 leaves).....per envelope.....\$_____
- B. Multiple copies over 200 leaves, up to 12 lbs. in suitable packaging
.....per package.....\$_____
- C. Multiple copies over 5.4 kg 12 lbs. in suitable shipping containers.....per carton.....\$_____

IV. ADDITIONAL OPERATIONS:

- A. CD Replication including Printing and Applying Color Label.....per 100.....\$_____
- B. Affixing Pocket to Cover 3.....per 100.....\$_____

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices."

(Initials)

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____
(Company Name)

(Street) (City - State) (Zip-Code)

(Contractor: State/Code) (Discount: Percentage/Days)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted –type or print) (Telephone Number) (Fax Number)

(E-mail Address)

In order to ensure proper processing of bids, the following information is required on all bid envelopes. If contractor uses an over night courier service (Federal Express, UPS, Etc...) Please indicate on the outside of the envelope or package that "Bid is enclosed, Program 3388-S, Opens 2 pm, May 14, 2009". Do not place more than one bid per package.

Sample Bid Envelope

Program 3388-S

From: _____

Address: _____

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U.S. GOVERNMENT PRINTING OFFICE
Hampton Regional Printing Procurement Office
11836 Canon Blvd., Suite 400
Newport News, VA 23606-2591

Bids will be received
Until 2 pm, EST on May 14, 2009